

EMERGENCY SERVICE & CIVIL DEFENSE

This budget has increased from \$93,123 last year to \$114,828 this year, representing a 23.31% increase. Changes include:

- 1) LINE 3170 - CONTRACTUAL SERVICES - a new line-item proposed for funding at \$21,600 - provides for contractual services with Covington Electrical for continued management and coordination of issues arising with the public safety communications system. Captain Covington will be retiring from his position at the Sheriff's Office on July 1, 2010. Much of his time over the past five years has been devoted to managing and coordinating the operation and timely repair of fixed equipment and stand-by electrical systems at 4 tower sites, 146 mobile radios, 207 portable radios, 312 pagers and 10 base radios. The proposed agreement defines a scope of work that includes 5 tasks performed on a semi-monthly basis, 7 tasks performed monthly, 6 tasks performed semiannually and 2 tasks performed annually.
- 2) LINE 5699 - TEMS COUNCIL increased \$105 based on projected FY 2011 billing.

		----- Prior Years -----			----- Current Year -----		--2010/2011 Budget Year----		
		Expenditure 2006/2007	Expenditure 2007/2008	Expenditure 2008/2009	Adopted Budget	Actual On 2010/02	Department Request	County Admin Recommends	Adopted Budget
035500	* EMERGENCY SERV & CIVIL DEFEN								
035500-1200	SALARIES & WAGES-OVERTIME			2,505					
035500-2100	FICA			183					
035500-3170	CONTRACTUAL SERVICES						24,000	21,600	
035500-3310	REPAIR & MAINTENANCE		1,768		300	483	300	300	
035500-3320	MAINTENANCE SERVICE CONTRACTS		34,055	48,601	50,706	50,427	50,706	50,706	
035500-5110	ELECTRICAL SERVICES	6,445	7,428	8,624	8,817	4,688	8,817	8,817	
035500-5140	GAS SERVICE/RADIO TOWERS	679	835	880	1,000	819	1,000	1,000	
035500-5304	PROPERTY INSURANCE	10,433							
035500-5500	TRAVEL CONVENTION, EDUCATION	281	980	275	1,500		1,500	1,500	
035500-5699	TENS COUNCIL	667	702	804	800	905	905	905	
035500-6007	REPAIR & MAINTENANCE SUPPLIES	12							
035500-6010	FIRE & RESCUE RADIO COM SUPPLI		26,276	25,033	30,000	3,478	30,000	30,000	
035500-8200	DISASTER PREPAREDNESS EQUIP/CA								
035500-8202	DOMESTIC PREP EQUIP/RADIO SYST	4,300							
035500-8204	DENS CONSOLIDATED GRANTS PROGR			17,371		32,850			
	--TOTAL DEPARTMENT--	22,817	72,044	104,276	93,123	93,650	117,228	114,828	
TOTAL - * EMERGENCY SERV & CIVIL DEFEN		22,817	72,044	104,276	93,123	93,650	117,228	114,828	
TOTAL FOR FUND		22,817	72,044	104,276	93,123	93,650	117,228	114,828	
FINAL TOTAL		22,817	72,044	104,276	93,123	93,650	117,228	114,828	

EMERGENCY SERVICES AND CIVIL DEFENSE

Southampton County has a very complex communication system. This system provides radio communication for the Sheriff's Office, Fire and Rescue Departments, County Public Works and other state agencies. The management of this system requires certain knowledge of the design, the equipment and the maintenance needs to properly operate at peak efficiency.

The Sheriff's Office has been tasked with the management of the system. Captain James E. Covington, Jr. has skillfully managed this system for a number of years. His unique knowledge of the most specific details of the system is extremely valuable. Captain Covington is retiring effective July 1, 2010. Therefore, I am proposing that Southampton County contract with Covington Electrical (proposal attached) for the services explained.

The Sheriff's Office would continue to manage the system and oversee management of the system and oversee the work of Covington Electrical. I feel this will insure the continued high quality of communication services to all Emergency Responders.

COVINGTON ELECTRICAL
JAMES E. COVINGTON, JR.
26658 MARY HUNT ROAD
NEWSOMS, VIRGINIA 23874
757-653-1419

COVINGTON ELECTRICAL OFFERS THE FOLLOWING PROPOSAL FOR
MANAGEMENT/MAINTENANCE OF THE SOUTHAMPTON COUNTY COMMUNICATIONS SYSTEM:

GENERAL PROVISIONS

COVINGTON ELECTRICAL WILL PROVIDE CONTACT INFORMATION TO THE SHERIFF'S OFFICE
DISPATCH AT ALL TIMES DURING THE TERM OF THIS CONTRACT.

COVINGTON ELECTRICAL WILL AT ALL TIMES KEEP SHERIFF AND COUNTY ADMINISTRATOR
INFORMED OF ACTIONS TAKEN CONCERNING RADIO SYSTEM, EITHER VERBALLY OR IN
WRITING, AS DEEMED NECESSARY.

COVINGTON ELECTRICAL WILL MAINTAIN CONTACTS WITH GATELY COMMUNICATIONS,
STANDBY SYSTEMS, INC., BFPE AND OTHERS AND COORDINATE WITH EACH IN A PROFESSIONAL
MANNER.

COVINGTON ELECTRICAL WILL MAINTAIN RECORDS AS NECESSARY AND PROVIDE COPIES TO
SHERIFF'S OFFICE DESIGNEE IN A TIMELY MANNER.

COVINGTON ELECTRICAL AT ALL TIMES WILL MAINTAIN A MINIMUM \$1,000,000 LIABILITY
INSURANCE POLICY AND PROVIDE CERTIFICATE OF INSURANCE UPON DEMAND.

COVINGTON ELECTRICAL WILL MAINTAIN ALL NECESSARY LICENSE, STATE AND LOCAL.

CONTRACT MAY BE TERMINATED WITHOUT CAUSE BY EITHER PARTY WITH 30 DAYS NOTICE.

~~BI-MONTHLY~~ ^{WEEKLY} ~~SEMI-MONTHLY~~

- 1) REVIEW REQUEST FOR NEW/REPLACEMENT RADIO EQUIPMENT FOR FIRE-EMS, AND
SHERIFF'S OFFICE. CONFER WITH COMMUNICATIONS COMMITTEE AND ORDER AS
NECESSARY.
- 2) PROGRAM NEW/REPLACEMENT PAGERS AS NECESSARY.
- 3) PICK UP AND DELIVER EQUIPMENT FOR REPAIR/REPAIRED EQUIPMENT BETWEEN
SHERIFF'S OFFICE AND GATELY COMMUNICATION.
- 4) SCHEDULE ANY FIRE-EMS IN-HOUSE REPAIRS OR INSTALLATIONS FOR MOBILE RADIO
EQUIPMENT.

5) INSPECT AND MAINTAIN INVENTORY

MONTHLY

- 1) INSPECT RADIO TOWER SITES.
- 2) INSPECT, AND CLEAN INTERIOR BUILDINGS.
- 3) ADDRESS FAULT INDICATORS IN RADIO EQUIPMENT AS NECESSARY.
- 4) INSPECT AND PERFORM PMI 'S ON TOWER SITE GENERATORS, JAIL FARM GENERATOR, EOC AND SHERIFF'S OFFICE GENERATORS AS RECOMMENDED IN MAINTENANCE DOCUMENTS. (DOCUMENTATION OF INSPECTION TO BE PROVIDED SHERIFF'S OFFICE DESIGNEE) **THESE ARE RECOMMENDED MONTHLY SERVICE INSPECTIONS AND ARE NOT A REPLACEMENT FOR STANDBY SYSTEMS SEMI-ANNUAL SERVICE CONTRACT.**
- 5) CHECK GENERATOR FUEL LEVEL AND NOTIFY PROPANE VENDOR (AMERIGAS) FOR REFILLS AT NO LESS THAN 50%.
- 6) RUN TEST ALL GEN SETS UNDER LOAD IF POSSIBLE.
- 7) INSPECT AND LUBRICATE SECURITY LOCKS AS NECESSARY.

SEMI-ANNUALLY

- 1) SCHEDULE AND ACCOMPANY BFPE DURING FIRE SUPPRESSION SYSTEM INSPECTION.
- 2) SCHEDULE AND ACCOMPANY STANDBY SYSTEMS, INC. DURING RADIO SYSTEM GENERATOR INSPECTIONS.
- 3) SCHEDULE AND ACCOMPANY STANDBY SYSTEMS, INC. DURING JAIL FARM, JAIL, AND SHERIFF'S OFFICE GENERATOR INSPECTIONS.
- 4) PROVIDE AND INSTALL RODENT AND INSECT REPELLANT/POISON.
- 5) VACCUM AND CLEAN GENERATOR AND ENCLOSURES.
- 6) **MEET WITH FIRE-EMS COMMUNICATIONS COMMITTEE AS NEEDED.**

ANNUALLY

- 1) SCHEDULE PMI'S WITH GATELY COMMUNICATIONS AS NEEDED.
- 2) APPLY ROUND-UP AT RADIO SITES. **(OR AS NECESSARY TO COMPLY WITH FCC TOWER SITE RULES)**

MATERIALS

- 1) COVINGTON ELECTRICAL WILL PROVIDE ALL NECESSARY CLEANING SUPPLIES AND MATERIALS.
- 2) COVINGTON ELECTRICAL WILL PROVIDE ALL FLUIDS, SUCH AS OIL, ANTI-FREEZE FOR THE PURPOSE OF BRINGING FLUID LEVELS TO NORMAL.
- 3) COVINGTON ELECTRICAL WILL PROVIDE ALL ELECTRONIC CLEANERS FOR THE REMOVAL OF DUST FROM ON-SITE COMMUNICATIONS EQUIPMENT.
- 4) COVINGTON ELECTRICAL WILL PROVIDE ANY MINOR MISCELLANEOUS ELECTRICAL TERMINALS, LAMP BULBS, TOUCH-UP PAINT USED DURING THE COURSE OF INSPECTION AND REPAIR.

- 5) COVINGTON ELECTRICAL WILL PROVIDE ALL TOOLS AND EQUIPMENT, TEST INSTRUMENTS, NECESSARY TO ACCOMPLISH INSPECTIONS AND MINOR REPAIRS.

EMERGENCIES

- 1) COVINGTON ELECTRICAL WILL RESPOND TO EMERGENCY REQUEST FOR GENERATOR FAULTS TO DETERMINE IF FAULT MAY BE CORRECTED LOCALLY OR NOTIFICATION OF STANDBY SYSTEMS, INC. IS REQUIRED.
- 2) COVINGTON ELECTRICAL WILL RESPOND TO EMERGENCY REQUEST CONCERNING RADIO COMMUNICATIONS. THIS RESPONSE MAY EITHER BE BY PHONE OR IN PERSON. RESPONSE MODE WILL BE DETERMINED BY THE NATURE OF THE COMPLAINT AS DESCRIBED. **(IT MAY BE DEEMED MORE PRACTICAL TO CONTACT GATELY COMMUNICATIONS DIRECT).**
- 3) AT THE DISCRETION OF SHERIFF, A DESIGNEE MAY CONTACT GATELY DIRECTLY FOR EMERGENCY REPAIRS OF MOBILE COMMUNICATIONS EQUIPMENT, IN-CAR CAMERA REPAIRS, OR EOC ISSUES, OR THESE MAY BE SCHEDULED AT THE SAME TIME AS FIRE-EMS.

MONTHLY TOTAL:

~~\$2,000.00~~

1,800.00



YEARLY TOTAL:

~~\$24,000.00~~

21,600



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035500-3310	REPAIR & MAINTENANCE		1,768		300		300		
035500-3320	MAINTENANCE SERVICE CONTRACTS		34,055	48,601	50,706	49,327	50,706		
035500-3330	HAZARD MITIGATION PLAN/MULTI J								
035500-5110	ELECTRICAL SERVICES	6,445	7,428	8,624	8,817	3,349	8,817		
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035500-5304	PROPERTY INSURANCE	10,493							
035500-5500	TRAVEL CONVENTION, EDUCATION	281	980	275	1,500		1,500		
035500-5699	TENS COUNCIL	667	702	804	800	905	800		
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035500-8202	DOMESTIC PREP EQUIP/RADIO SYST	4,300							
035500-8203	LCAR/LOCAL CAPABILITY ASSESS R								
035500-8204	DEMS CONSOLIDATED GRANTS PROGR			17,371		32,850			
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